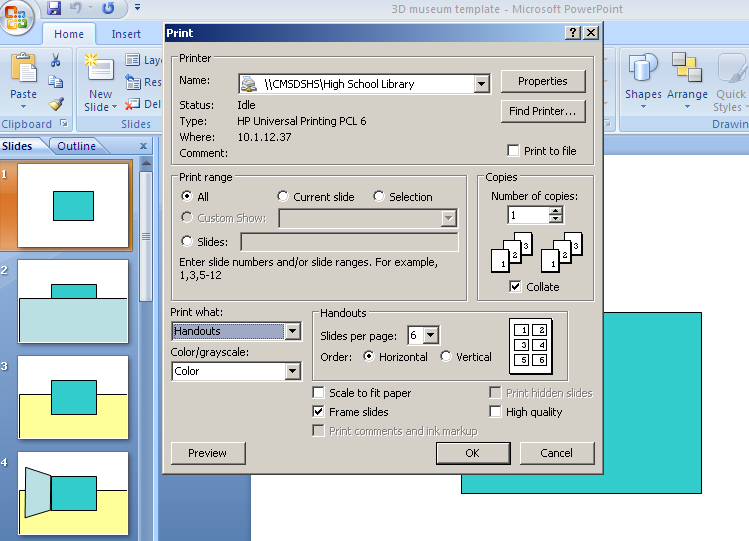
**CMHS LIBRARY MEDIA CENTER**

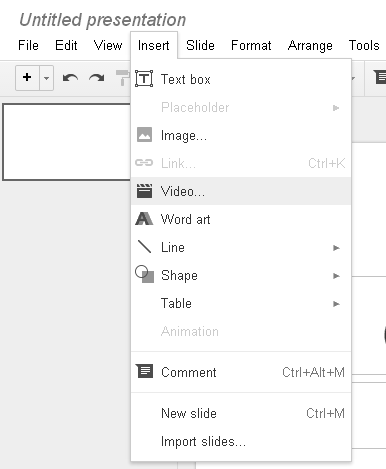
**FLASHING SLIDES INSTRUCTIONS**

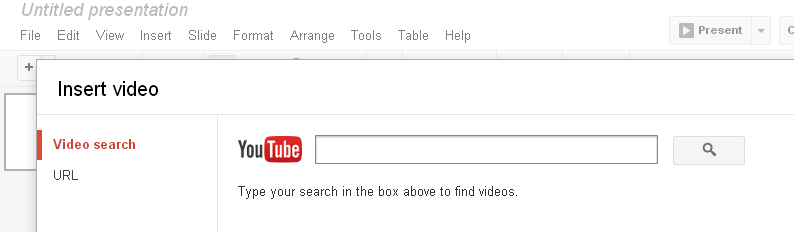
1. Blank Slide *Insert new slide>Blank*
2. Insert images or words on slide
3. *Insert>Picture>From file>*
4. Resize and arrange as needed
5. Animate pictures so they will appear and disappear - *Animations>Custom Animation*, select *Add Effect* then *entrance*
6. Keep it simple
7. Suggest same style for all pictures so as not to distract from your purpose
8. With the same picture still selected, chose *Add Effect* then *exit*
9. In Custom Animation, be sure to select *Start*. If animating more than one image, select *after previous*, as the *start* option.
10. Set speed for each image. This will depend on the number of images and the tempo of the music.
11. Repeat for all images
12. Save

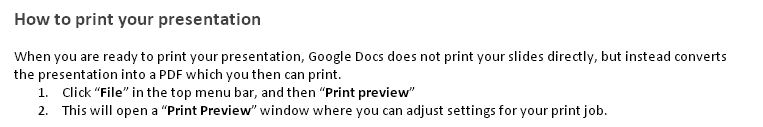
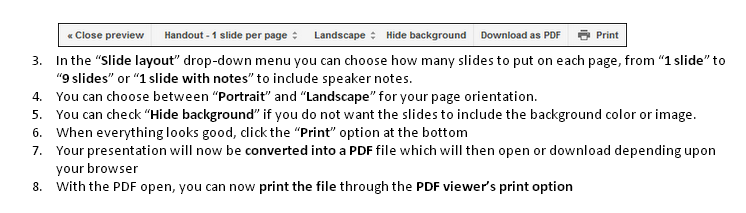
PRINTING HANDOUTS FROM POWERPOINT (SELECT 9 SLIDES PER PAGE)



**GOOGLE SLIDES – INSERTING VIDEOS AND PRINTING**

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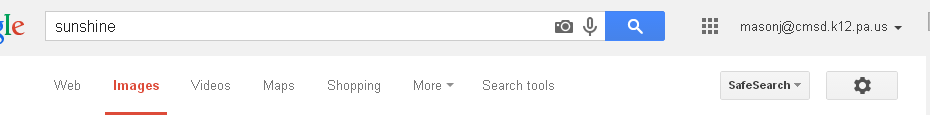
****

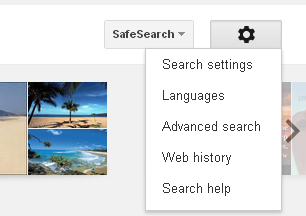
**GOOGLE IMAGE SEARCHES – ARE ALL IMAGES FREE TO USE?**

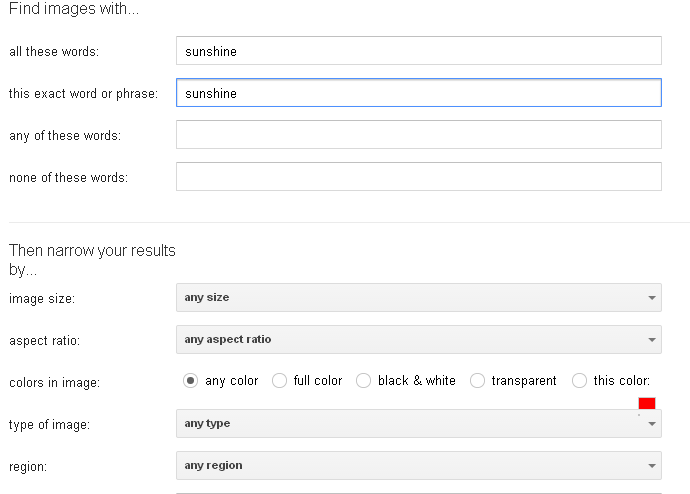
Not all images are free to use. Copyright applies even to Google Images. Here is how to find an image to use without getting into trouble:



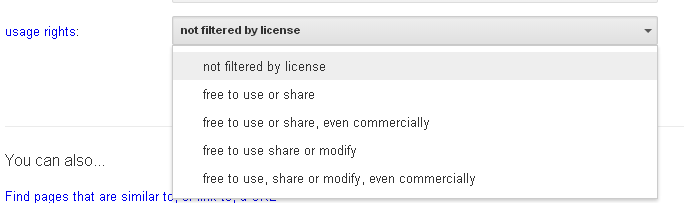
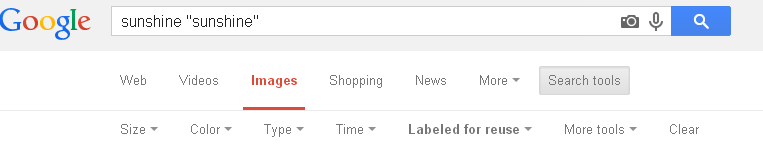
1. Google Images Search
2. Enter search term. Notice the “gear” to the right.



1. Click on the gear and select “Advanced Search”
2. This opens an advances image search screen. Again enter the search term and narrow the results.



1. Scroll to find “usage rights.” Select the level to use.



1. Notice the words “Labeled for reuse”. Enter search term again. Results are free to use.
2. Continue to place the URL of the image on the front of the slide.
3. Use Tiny URL if necessary. <http://tinyurl.com/>



